

*Spring Chase
Community Association*

*P.O. Box 5225
Salisbury Maryland 21802-5225*

Welcome

*Handbook
and
Procedural Guide*



Spring Chase
Community Association

P. O. Box 5225

Salisbury, Maryland 21802-5225

Spring Chase documents (Covenants, Codes & Restrictions- hereafter called CC&R's; the By Laws; Exhibit C also called Land Use Restriction) are based on city, state and federal law. At the time of purchase or beforehand, a homeowner is given the agreed to, above mentioned documents. At the time of rental, a tenant is given these agreed to, above mentioned documents. Landlords and tenants are obligated to abide by these legal documents. This booklet is an overview and does not contain all information. It is intended to help newcomers and is the obligation of the homeowner and tenant to be educated regarding all information.

Prepared by the Board of Directors

March 2016

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March 15, 2016

Mr. Mark Bowen
Clerk of the Court
Wicomico County Circuit Court
101 North Division Street
Room 105
Salisbury, Maryland 21801

Dear Mr. Bowen,

Will you please register the attached document (Spring Chase Welcome Handbook and Procedural Guide) in the Wicomico County Records. Your cooperation is greatly appreciated. Thank you.

State of Maryland
County of Wicomico

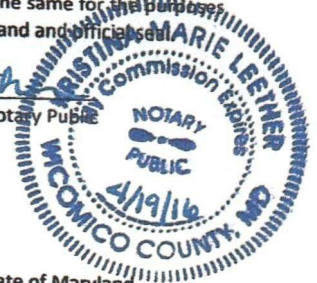
Yours truly,

John Stern
President, Spring Chase Community Association

Kathleen McIntyre
Secretary, Spring Chase Community Association

On this, the 15th day of March, 2016, before me a notary public, the undersigned officer, personally appeared John M. Stern, Jr. known to me (or satisfactorily proven) to be the person whose name is subscribed to the within instrument, and acknowledged that he executed the same for the purposes therein contained. In witness hereof, I hereunto set my hand and official seal.

Notary Public



State of Maryland
County of Wicomico

On this, the 15th day of March, 2016, before me a notary public, the undersigned officer, personally appeared Kathleen McIntyre, known to me (or satisfactorily proven) to be the person whose name is subscribed to the within instrument, and acknowledged that he executed the same for the purposes therein contained. In witness hereof, I hereunto set my hand and official seal.

Notary Public



HOW SPRING CHASE IS MANAGED

Spring Chase, located in the corporate limits of the city of Salisbury is entitled to the services and protection which the city furnishes to its residents. These include police and fire protection, street maintenance, garbage and trash collection, water and sewer. It is a 22 plus acres, planned residential community made up of 100 residential units located on the 4 major streets (Bayshore Court, Heron Court, Edgewater Drive and James Court) as well as 4 homes on Glen Avenue. The common area makes up nine of the 22 acres.

Spring Chase is a homeowners' association, not a condo association, and is governed by a Board of Directors. The Board is comprised of up to nine and no less than five members. Election to the Board is through a Nominating Committee or from the floor on the day of the election. Terms are for two years. The Board is installed in January of each year and votes on its own officers: President, Vice President, Secretary, and Treasurer. The Board of Directors is a volunteer Board and are not paid.

The Board directs a newsletter to be printed and distributed as needed but is usually monthly. Board meetings are monthly with meetings usually suspended during July and August.

The Board reports to the General Membership twice a year. The first meeting is usually in March where the budget is presented. The second meeting is usually in October where the election takes place.

These General Membership Meetings are crucial to the operation of Spring Chase. They are opportunities for homeowners and renters to discuss their community. In order to conduct regular business, an affirmative vote of $\frac{1}{3}$ of all homeowners is required. To make any changes in documents, exterior works, etc., a 67% affirmative vote of all homeowners is required (CC&R's Article XII, GENERAL PROVISIONS, Section 2, Amendment). So everyone is important!

The General Membership Meetings also provide an opportunity to join committees, meet your neighbors, sometimes enjoy guest speakers and sometimes a picnic!

ASSOCIATION FINANCES

Dues shall be paid annually or quarterly and mailed to the address on the front page of this booklet. Statements will include information including what has been paid and what is due. Late fees apply. Special assessments are possible. (see CC&R's Article IX, Assessments #^s 1-3)

Dues are used to finance the operation of Spring Chase which includes such items as maintenance of the commons area, storm water management pond, storm clean up, lawn care of common area, mailboxes, rental space for annual meetings, insurance, office supplies, legal services, etc.

WHEN MAKING IMPROVEMENTS

As a Spring Chase Owner, before you, or anyone on your behalf, undertakes any exterior improvement of any kind, you are required to contact the Construction and Modification Committee with a written proposal and sketch with dimension, actual sample of materials to be used, color, etc. showing the improvements. (See also CC&R's Article X "Architectural Standards") When the project is in compliance with the Land Use Restrictions, approval of the proposal will be given in writing by the Committee. Some projects may also require a City permit from the City of Salisbury.

EXTERIOR IMPROVEMENTS

To ensure that Spring Chase remains an architecturally harmonious community and to protect everyone's property values, the Construction and Modification Committee recommends periodic painting of houses. It is hoped that each property owner/renter would maintain their residence in a first class manner. In addition, because Spring Chase is a duplex/quadplex community, it is hoped that neighbors would cooperate with each other to coordinate the painting of all attached houses and adjoining garages. You must contact the Construction and Modification Committee for the color of paint for your unit.

HOUSE COLORS BY STREET

To be clear, even repainting a home must be pre-approved. Our documents clearly explain what is required. See CC&R, p. 14, Article X "Architectural Standards". You will note that it is expected that adjoining neighbors will coordinate their efforts so that the adjoining units are painted the same color at the same time. If this is not done, Spring Chase has the authority to make corrections at the expense of the homeowner. Every address at the time Spring Chase was developed has an assigned color which must be used unless a 67% affirmative vote of all homeowners provides for a change. (Article 13 CC&R's, "Mortgagees Rights", Section 4, "Special FHLMC Provision" letter c.)

Please consult the new house color charts listed by address and street. The house colors have NOT changed. The colors have been carefully matched to the old Duron colors by the Spring Chase Board and Sherwin Williams. Only the names of the paint colors have changed. Sample color swatches are available from the Construction and Modifications Committee.

Spring Chase Community Association

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HOUSE PAINT COLORS



Street Address	Sherwin Williams Color	Color #
1000 Bayshore Court	Pottery Urn	7715
1001 Bayshore Court	Software	7074
1002 Bayshore Court	Pottery Urn	7715
1003 Bayshore Court	Software	7074
1004 Bayshore Court	Software	7074
1005 Bayshore Court	Pottery Urn	7715
1006 Bayshore Court	Software	7074
1007 Bayshore Court	Pottery Urn	7715
1008 Bayshore Court	Software	7074
1009 Bayshore Court	Rosemary	6187
1010 Bayshore Court	Software	7074
1011 Bayshore Court	Rosemary	6187
1012 Bayshore Court	Rosemary	6187
1013 Bayshore Court	Pottery Urn	7715
1014 Bayshore Court	Rosemary	6187
1015 Bayshore Court	Pottery Urn	7715
1016 Bayshore Court	Software	7074
1018 Bayshore Court	Software	7074
1020 Bayshore Court	Pottery Urn	7715
1022 Bayshore Court	Pottery Urn	7715

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HOUSE PAINT COLORS

Street Address	Sherwin Williams Color	Color #
500 Edgewater Drive	Analytical Gray	7051
501 Edgewater Drive	Pottery Urn	7715
502 Edgewater Drive	Analytical Gray	7051
503 Edgewater Drive	Pottery Urn	7715
504 Edgewater Drive	Pottery Urn	7715
505 Edgewater Drive	Analytical Gray	7051
506 Edgewater Drive	Pottery Urn	7715
507 Edgewater Drive	Analytical Gray	7051
509 Edgewater Drive	Moody Blue	6221
511 Edgewater Drive	Moody Blue	6221
600 Edgewater Drive	Pottery Urn	7715
601 Edgewater Drive	Pottery Urn	7715
602 Edgewater Drive	Pottery Urn	7715
603 Edgewater Drive	Pottery Urn	7715
604 Edgewater Drive	Software	7074
605 Edgewater Drive	Rosemary	6187
606 Edgewater Drive	Software	7074
607 Edgewater Drive	Rosemary	6187

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HOUSE PAINT COLORS

Street Address	Sherwin Williams Color	Color #
1000 Heron Court	Pottery Urn	7715
1001 Heron Court	Rosemary	6187
1002 Heron Court	Pottery Urn	7715
1003 Heron Court	Rosemary	6187
1004 Heron Court	Software	7074
1005 Heron Court	Analytical Gray	7051
1006 Heron Court	Software	7074
1007 Heron Court	Analytical Gray	7051
1008 Heron Court	Pottery Urn	7715
1009 Heron Court	Pottery Urn	7715
1010 Heron Court	Pottery Urn	7715
1011 Heron Court	Pottery Urn	7715
1012 Heron Court	Rosemary	6187
1013 Heron Court	Rosemary	6187
1014 Heron Court	Rosemary	6187
1015 Heron Court	Rosemary	6187
1016 Heron Court	Pottery Urn	7715
1017 Heron Court	Software	7074
1018 Heron Court	Pottery Urn	7715
1019 Heron Court	Software	7074
1020 Heron Court	Software	7074
1021 Heron Court	Pottery Urn	7715
1022 Heron Court	Software	7074
1023 Heron Court	Pottery Urn	7715
1024 Heron Court	Pottery Urn	7715
1025 Heron Court	Analytical Gray	7051
1026 Heron Court	Pottery Urn	7715
1027 Heron Court	Analytical Gray	7051
1028 Heron Court	Rosemary	6187
1030 Heron Court	Rosemary	6187

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HOUSE PAINT COLORS



Street Address	Sherwin Williams Color	Color #
900 James Court	Analytical Gray	7051
901 James Court	Moody Blue	6221
902 James Court	Analytical Gray	7051
903 James Court	Moody Blue	6221
904 James Court	Pottery Urn	7715
905 James Court	Analytical Gray	7051
906 James Court	Pottery Urn	7715
907 James Court	Analytical Gray	7051
908 James Court	Analytical Gray	7051
909 James Court	Moody Blue	6221
910 James Court	Analytical Gray	7051
911 James Court	Moody Blue	6221
912 James Court	Moody Blue	6221
913 James Court	Pottery Urn	7715
914 James Court	Moody Blue	6221
915 James Court	Pottery Urn	7715
916 James Court	Pottery Urn	7715
917 James Court	Moody Blue	6221
918 James Court	Pottery Urn	7715
919 James Court	Moody Blue	6221
920 James Court	Analytical Gray	7051
922 James Court	Analytical Gray	7051
924 James Court	Pottery Urn	7715
926 James Court	Pottery Urn	7715
928 James Court	Analytical Gray	7051
930 James Court	Analytical Gray	7051
932 James Court	Moody Blue	6221
934 James Court	Moody Blue	6221
936 James Court	Pottery Urn	7715
938 James Court	Pottery Urn	7715
940 James Court	Analytical Gray	7051
942 James Court	Analytical Gray	7051

Repairing and replacing fences have different requirements so pre-approval is paramount to avoid costly and unnecessary circumstances.

Also, please note that gas tanks and satellite dishes have requirements for installation including the use of vehicles to install these items.

FENCES IN SPRING CHASE

To maintain the quality, appearance and architecturally harmonious condition of Spring Chase, and to protect our individual property values, standards must be established and followed on the issue of "fencing".

As of 1/14/08, no new fencing may be installed, nor additions or modifications to existing fencing without written approval of the Construction and Modification Committee. The Committee will approve, approve with changes or deny the proposal within forty-five (45) days of the submitted form and sketch. This written request must be submitted to the committee and should include the following:

1. A sketch or drawing of the proposed changes showing planned measurements in relation to your home, neighbor's home, property lines and common grounds.
2. All new fences must be of white vinyl material.
3. As per the City of Salisbury, the height restriction for fences is as follows: Height will be a maximum of six (6) feet for fences between neighbors living in the same duplex or quad and for rear fences.
4. Fences within the front yard setback can be no higher than four (4) feet above the ground level.

PROPANE TANK INSTALLATION

Many residents have had propane tanks installed. Although this is not in accordance with the Land Use Restrictions (Exhibit C #10.), the Board of Directors has designed specific guidelines to allow for the use of gas tanks without jeopardizing the appearance and integrity of Spring Chase.

1. A written request must be submitted to the Construction and Modifications Committee prior to tank installation. This will allow the area for the tank to be inspected with the owner, so the owner may then direct the gas company for correct placement and delivery of gas.

2. The tank must be placed within the property lines of the owner (not on common grounds).
3. The entire tank must be concealed by an approved enclosure not temporarily covered or vegetative covering.
4. Delivery trucks should stay on the road and a hose may be pulled over common areas. Due to soft areas, delivery trucks should, under no circumstance, drive on common areas. Only in special circumstances, and with prior approval from the Board of Directors, may this be done.

COMMON AREA AND LAND USE

The common areas are for the enjoyment of all and contain our water system that includes trenches, swales, drains, and the storm water management pond. The grassy areas are fine for pet walking but it is imperative that pet owners take care to remove pet waste and that pets are leashed.

Exhibit C known as Land Use Restrictions should be read by every single person who lives in Spring Chase. It is clear and reasonable and all are bound by it. A copy is attached. Please pay special attention to parking, 'noxious activity', and signs. Vehicles are not permitted on common area because of 'sink holes' which were created as a result of decaying trees that were buried when Spring Chase was developed. These decaying trees create cavities (along with rushing water) that eventually collapse and open up the earth. Repair has been very costly to Spring Chase, i.e. you the homeowner. So every time you see a vehicle where it does not belong, please contact a Board member.

LAWN AND YARD CARE

Lawn care is the responsibility of the individual homeowner and reflects on the entire Spring Chase community with regard to its beauty and real estate value. The city also regulates lawn care. Grass at 8" is considered a violation and is sometimes addressed by the city. This can as well be addressed by Spring Chase which means the correction can be made and the bill sent to the homeowner. However, it is the hope and, pretty much, the experience of Spring Chase that little has to be said in this area.

Every Monday, the City of Salisbury will pick up yard debris if it is bagged, meets their requirements and has been called in by Friday. (410- 548-3177).

With regard to other yard 'items', good taste should prevail.

EXHIBIT C

LAND USE RESTRICTIONS FOR COMMUNITY ASSOCIATION

GENERAL

1. The Spring Chase Community Association, Inc., (the "Association") reserves the right to alter, amend, modify repeal, or revoke these Restrictions at any time by resolution of the Association acting through its Board of Directors.
2. Wherever in these Restrictions reference is made to "Owner", such term shall apply to the owner of any Residential Unit, family, tenants whether in residence or not, agents, visitors, guests, invitees, or licensees. Wherever in these Restrictions reference is made to the Association, such term shall apply to the Association and the Managing Agent or Management Company when same are acting on behalf of the Association.
3. The Owners shall comply with all of the Restrictions hereinafter set forth.

RESTRICTIONS ON USE

4. No part of the Property shall be used for any purpose except residential, recreational, and related purposes.
5. There shall be no obstruction of the Common Areas. Nothing shall be stored on the Common Areas without the prior consent of the Board of Directors except as herein or in the By-Laws expressly provided.
6. Nothing shall be done or kept by an Owner in any Common Area which will increase the Association's rate of insurance without the prior written consent of the Board of Directors.
7. Each Owner shall keep his/her Residential Unit in a good state of preservation, repair and cleanliness.
8. No noxious or offensive activity shall be carried on in any Residential Unit or on the Common Area, nor shall anything be done therein which may be or become an annoyance or nuisance to the other Owners. No Owner shall make or permit anything to occur which will interfere with the rights, comforts, or convenience of the other Owners.

9. No industry, business, trade, occupancy, or profession of any kind, commercial, religious, educational, or otherwise, designed for profit, altruism, exploitation, or otherwise, shall be conducted, maintained, or permitted on any part of the Property without the prior consent of the Board of Directors, nor shall any "For Sale", "For Rent" or "For Lease" signs or other window displays or advertising be maintained or permitted on any part of the Property, nor shall any Residential Unit be used or rented for transient, hotel, or motel purposes. The right is reserved by the Declarant and the Board of Directors or the Managing Agent, to place "For Sale", "For Rent" or "For Lease" signs on any unsold or unoccupied Residential Unit, and the right is hereby given to any Mortgagee who may become the Owner of any Residential Unit to place such signs on any unit owner by such Mortgagee, but in no event will any sign be larger than one foot by two foot.

10. No Owner shall cause or permit anything to be hung displayed, or exposed on the exterior of a Residential Unit, whether through or upon windows, doors or masonry. The prohibition herein includes without imitation laundry, clothing, rugs, signs, radios or television antennas.

11. No owner shall erect any satellite dishes within the property without prior consent of the Board of Directors.

12. No Residential Unit shall be used for any unlawful purpose and no owner shall do or permit any unlawful act in or upon his Residential Unit.

PET RULES

13. Animals are only permitted to the extent set forth in Section 8 of Article XII of the Declaration.

14. Pet owners are fully responsible for personal injuries and/or property damage caused by their pets within the property.

15. Within the Common Areas, pets must be leashed; leashes may not exceed six feet in length.

16. Owners of pets walked upon the Common Areas must promptly clean up their pet's droppings in all Common Areas.

PARKING

17. Unless otherwise authorized by the Association, no parking areas in the Common Areas may be used for any purpose other than parking automobiles. No buses, trucks, trailers, boats, recreational or commercial vehicles shall be parked in the parking areas or in driveways except in such areas, if any, specifically designated for such parking by the Board of Directors. All vehicles must have current license plates and be in operating condition.

18. All Owners shall observe and abide by all parking and traffic regulations as posted by the Association or by municipal authorities. Vehicles parked in violation of any such regulations may be towed away at the vehicle owner's sole risk and expense.

ASSOCIATION

19. All charges assessments imposed by the Association are due and payable on the first day of each month, unless otherwise specified. (see "Associatoin Finances") Payment shall be made at the Managing Agent's office by check or money order. Cash will not be accepted.

20. Complaints regarding the management of the Common Areas or regarding actions of other Owners shall be made in writing to the Managing Agent or the Board of Directors. No Owner shall direct, supervise or in any manner attempt to assert control over or request favors of any employee of the Managing Agent or the Association.

21. The planting of plants, flowers, trees, shrubbery and crops of any type is prohibited anywhere on the Common Areas without the prior written consent of the Board of Directors excluding Garden Plots as shown on the approved Landscaping and Open Space Plan shown in Exhibit B.

COMMENTS, COMPLAINTS AND QUESTIONS

Exhibit C addresses this concern by stating all of the above should be in writing, with details and mailed to the Board of Directors. Only then can the Board truly consider the issue. Unsigned letters will be ignored.

IMPORTANT PHONE NUMBERS

For any **true** emergency always call **911** for police, fire or ambulance

Salisbury City Police non-emergency 410-548-3165

Salisbury City refuse disposal (bagged leaves etc.) 410-548-3177 pick-up is on Mondays

Salisbury Fire Department non-emergency 410-548-3122